

**MICHIGAN DEPARTMENT OF CIVIL SERVICE
JOB SPECIFICATION**

REPRODUCTION MACHINES SUPERVISOR

JOB DESCRIPTION

Employees in this job supervise lower level Reproduction Machine Operators engaged in the operation of a variety of equipment used to reproduce and prepare a variety of materials. The equipment operated ranges in complexity from simple paper punches to the most complex and sophisticated printing presses. The employee, under general or administrative supervision, works within general methods and procedures and exercises considerable independent judgment in selecting the proper courses of action.

There are four classifications in this job.

Position Code Title – Reproduction Machines Supervisor-1

Reproduction Machines Supervisor 8

The employee serves as a first-line supervisor with responsibility for directing subordinate Reproduction Machine Operators.

Position Code Title – Reproduction Machines Supervisor-2

Reproduction Machines Supervisor 9

The employee either serves as a second-line supervisor in a standard work area with responsibility for directing subordinate Reproduction Machine Operators through lower level supervisors or as first-line supervisor in a complex work area.

Position Code Title – Reproduction Machines Supervisor-3

Reproduction Machines Supervisor 10

The employee serves as a second-line supervisor in a complex work area.

Position Code Title – Reproduction Machines Supervisor-4

Reproduction Machines Supervisor 11

The employee serves as a third-line supervisor in a complex work area.

Positions may only be classified at the 9, 10 and 11 levels based on allocating standards developed by an agency and approved by Civil Service. The standards must describe the elements that distinguish standard and complex work areas (administrative complexity, variety of activities, impact of work, size and composition of staff, organizational placement, etc.). They may be position-specific, department-specific, or applicable to an organizational entity in an agency. Civil Service may develop universal standards in the absence of other criteria. Absent allocating standards, the positions will be allocated in a standard work area.

REPRODUCTION MACHINES SUPERVISOR

PAGE No. 2

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Selects and assigns staff, ensuring equal employment opportunity in hiring and promotion.

Coordinates activities by scheduling work assignments, setting priorities, and directing the work of subordinate employees.

Evaluates and verifies employee performance through the review of completed work assignments and work techniques.

Identifies staff development and training needs and ensures that training is obtained.

Ensures proper labor relations and conditions of employment are maintained.

Maintains records, prepares reports, and composes correspondence relative to the work.

Participates in the operation of a full range of equipment used in the work area.

Determines and maintains operating schedules, priorities, and production quotas.

Reviews and/or codes orders for billing and submits them for processing.

Works with employees of state agencies to provide technical assistance, determine job specifications, costs, and acceptable work deadlines.

Trains new employees in the operation and adjustment of machines and equipment.

Makes adjustment to equipment; may make minor repairs.

Ensures excellent customer service by working with requesters to achieve their desired results in the most efficient and effective way.

Inspects work for conformance with specifications and with various state rules governing printing.

Estimates costs of potential jobs for customers.

Participates in and oversees the ordering, receiving, storing and dispensing of production supplies.

REPRODUCTION MACHINES SUPERVISOR

PAGE NO. 3

Determines job specifications, job layout, production schedules; writes printing instructions for a full range of printed materials.

Oversees the assembly of materials into booklets, pamphlets, and brochures, through the use of signature printing knowledge.

Develops procedures and methods through observation and analysis at various phases of completion of work to assure efficiency and quality of the work.

Determines the need and/or coordinates the investigation, testing, analysis and recommendation of new or refurbished supplies and equipment.

Controls, directs, and coordinates, through lower level supervisors, the activities of several production units.

Monitors policies and procedures, as required, to facilitate the most efficient operation and customer services.

Conducts reproduction studies; collecting and interpreting statistical data to prepare cost estimates, develop guidelines, determine work load, personnel and equipment needs and to forecast future reproduction needs.

Determines and/or establishes equipment preventive maintenance program, and determines and recommends the rebuilding or disposal of questionable equipment.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: Considerable knowledge is required at the 8-level and thorough knowledge is required at the 9-11-levels.

Knowledge of human resource management laws, policies, practices, procedures, regulations, and performance management practices.

Knowledge of equal employment opportunity and affirmative action.

Knowledge of selection interviewing and employee training techniques and methods.

Knowledge of labor relations practices, employee policies, procedures, and rules.

Knowledge of the principles and techniques of administrative management, including budgeting, organization planning, program planning, management reporting, and staffing.

REPRODUCTION MACHINES SUPERVISOR

PAGE No. 4

Knowledge of the types and uses of a full range of printers, offset printing, and duplicating equipment.

Knowledge of chemical solutions used in equipment operation and maintenance.

Knowledge of control and scheduling processes required to maintain workflow.

Knowledge of the various types and weights of paper and supplies used in the work and their characteristics, uses, and availability.

Knowledge of the use and capabilities of various types of complex offset printing and duplicating equipment.

Knowledge required for the conversion of printing specifications to printers' language, including the layout of pages or job format; selection of the size, weight, and type of paper; selection of equipment that the job can be processed on most efficiently.

Knowledge of "signature" printing; extensive knowledge of complex folds, scoring, perforating, various ink applications, (types, colors, uses, etc.); and the types and applications of various screens, bleeds, and halftones.

Ability to plan, coordinate, organize, prioritize, and oversee activities of a work area and to delegate effectively.

Ability to direct, evaluate, instruct, motivate and supervise subordinate employees.

Ability to establish and maintain the confidence of others.

Ability to establish and maintain favorable customer and public relations.

Ability to communicate and work effectively and tactfully with others.

Ability to formulate strategic program plans.

Ability to identify and resolve administrative and programmatic problems.

Ability to adjust equipment and make minor repairs.

Ability to maintain all appropriate records.

Ability to meet high production standards and maintain quality control.

Ability to do pricing and determine costs for work completed.

Ability to train new employees in the operation and adjustment of machines.

REPRODUCTION MACHINES SUPERVISOR

PAGE No. 5

Ability to print close register multi and full color jobs.

Ability to oversee and direct the assembly of materials into booklets, pamphlets, and brochures through the use of signature printing knowledge.

Ability to review, analyze, and develop new methods and procedures to increase production, reduce cost, maximize efficiency; and present the new methods and procedures to management for possible implementation.

Ability to administer and maintain employee training programs; recommend specific state sponsored programs that are available to assist employees with specific problems and/or needs.

Working Conditions

Employees in this job work in a shop/warehouse environment; work with moving machinery and cutters; are exposed to toxic chemicals, paper dust, noise, heat, and dirt.

Physical Requirements

The job requires an employee to stand for long periods.

The job requires an employee to lift and move heavy loads.

Education

Educational level typically acquired through completion of high school.

Experience

Reproduction Machines Supervisor 8

Three years of experience in a full range technical complex duplicating operation including digital on demand electronic printing as a Reproduction Machine Operator 7.

OR

Two years equivalent to the Reproduction Machine Operator 8.

Reproduction Machines Supervisor 9

Four years of experience in a full range technical complex duplicating operation including digital on demand electronic printing as a Reproduction Machine Operator 7.

OR

Three years equivalent to the Reproduction Machine Operator 8.

OR

REPRODUCTION MACHINES SUPERVISOR

PAGE No. 6

One year of experience equivalent to a Reproduction Machines Supervisor 8.

Reproduction Machines Supervisor 10

Two years of experience equivalent to a Reproduction Machines Supervisor 8.

OR

One year of experience equivalent to a Reproduction Machines Supervisor 9.

Reproduction Machines Supervisor 11

Three years of experience equivalent to a Reproduction Machines Supervisor 8.

OR

Two years of experience equivalent to a Reproduction Machines Supervisor 9.

OR

One year of experience equivalent to a Reproduction Machines Supervisor 10.

Alternated Education and Experience

An associate's degree in the printing field, or completion of a full range printing apprenticeship may be substituted for one year of required Reproduction Machine Operator experience.

Special Requirements, Licenses, and Certifications

None.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code

REPMACSPV

Job Code Description

Reproduction Machines Supervisor

Position Title

Reproduction Machines Supervisor-1
Reproduction Machines Supervisor-2
Reproduction Machines Supervisor-3
Reproduction Machines Supervisor-4

Position Code

REPRSPV1
REPRSPV2
REPRSPV3
REPRSPV4

Pay Schedule

NERE-063
NERE-065
NERE-068
NERE-071

REPRODUCTION MACHINES SUPERVISOR

PAGE No. 7

ECP Group 3
Revised 12/11/00
SS/VLWT